


ALERT! ALERT! ALERT!

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ALERT #110

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall 
State Controller

DATE: March 13, 1998

SUBJECT: *FY97-98 Statewide Audit Commences*
Basic Open/Close Training
Open/Close Instructions to be Distributed

FY97-98 Statewide Audit Commences

The State Auditor's Office (SAO) has informed us that their auditors have begun one of their smaller audits for FY97-98 while they are in the process of completing the FY96-97 audit. Full scale SAO audits at General Support Services, Natural Resources, Revenue and State Fair will begin in April - May or as soon as resources become available. Most contract audits will begin in this same timeframe. A representative from the State Controller's Office will attend selected entrance conferences to discuss opening/closing issues and answer questions. A copy of the memorandum from the SAO detailing the risk areas for this year's audit is included in the opening/closing instructions being distributed late next week. Questions about open/close or risk areas may be directed to your field accounting specialist.

Basic Open/Close Training

The Field Accounting Services Team (FAST) in the State Controller's Office is offering a basic open/close training class for whoever would like to attend. The training will be geared to employees new to the open/close process or those who would like a refresher on the entire open/close manual. The training is scheduled for Thursday, May 7, 1998, from 1:00 p.m. - 4:30 p.m., Room 610 in the State Services Building, 1525 Sherman. Participants should bring a copy of the Open/Close Instructions with them to the training. If you are interested, please call Dottie Relaford of the FAST at 303/866-4165 to sign up.

Open/Close Instruction to be Distributed

The Open/Close Instructions will be distributed on March 20, 1998. They can also be viewed at our website on the Internet at http://www.state.co.us/gov_dir/gss/acc/accpubs.html

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